

P  
E+S

18 JUN 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Sale of Personal Property to Retiring Employees

Jack:

1. The Federal Property Management Regulations (Subpart 101-45.3) are explicit in designating GSA as the single sales agency for the sale of personal property under control of executive agencies, including surplus property. The same regulations permit employees to purchase Government personal property from the GSA Surplus Sales Center unless the regulations of the employee's agency prohibit such action.

2. As you know, in the past we have approved certain "sentimental sales" of Government property to retiring employees; e.g., the sale of a typewriter used by a secretary for a number of years. In today's climate, the continuance of such sales could subject the Agency to unwanted and unnecessary publicity and criticism. Therefore, I have disapproved the last two requests, received in May 1975, for retiring employees to purchase the typewriters they had been using for a number of years. (For the record, no "sentimental sales" have been made this calendar year.) In the disapproval memorandums, I stated that it is normally the policy that items of office equipment will not be sold to Agency employees unless there is an operational or security aspect to the case. I further stated that such items, when declared excess, are disposed of through the GSA Surplus Sales Center.

3. With your concurrence, I propose to continue the policy of not approving the sale of personal property to employees unless there are operational or security factors involved, and I will so advise senior administrative personnel in each directorate. This policy will then eliminate "sentimental sales" to retiring employees whether the items involved be typewriters, chairs, desks, or any other item of Government personal property that may have a sentimental value.

STATINTL 01/11/75 [REDACTED] 49M/3023 (10 900 32)

*Michael J. Malanick*  
Michael J. Malanick  
Director of Logistics

CONCURRENCE;

/s/John F. Blake

John F. Blake  
Deputy Director

20 JUN 1975

Date

**Distribution:**

Orig - OL/P&PS (via D/L)

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STATINTL OL/P&PS: [REDACTED] daw/3357 (16 Jun 75)

[illegible][illegible]

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics  
 1206 Ames Center Building

EXTENSION

2551

NO.

DATE

18 JUN 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration  
 7 D 26 Headquarters Building

2.

3. Director of Logistics  
 Attn: OL/P&PS  
 1236 Ames Center Building

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Jack  
 I agree with  
 Mike  
 J 1975

<b>TRANSMITTAL SLIP</b>		DATE 18 JUN 1975
TO: OL/Official		
ROOM NO. 1227	BUILDING Ames Center Building	
REMARKS:		
<p>Please route thru the O-D/L.</p> <p><i>23 Jun 75</i> <i>WAA</i> 23 JUN 1975</p> <p><i>WAO</i> 25 JUN 1975</p> <p><i>Do/L</i> 24 JUN 1975</p> <p><i>D/L</i> 24 JUN 1975</p> <p><i>nick</i> 24 JUN 1975</p> <p><i>ok</i></p>		
FROM: DD/A		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)